

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, May 12, 2020 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, T. Pinion, C. Haggard, K. Stieve, J. Bergin, M. Hardy, Tim Lawther, Dawn Gunderson-Schiel, members of the press and others.

The Pledge of Allegiance was given.

Moved by Petty, seconded by Sloan and carried to approve the minutes of April 28, 2020.

Moved by Petty, seconded by Ellington and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- Police Chief Mark Schauf presented the accomplishments and new staff of the Baraboo Police Department.
- Mayor Palm read the National Police Week Proclamation for May 10th thru May 16th.
- Update from Sauk County Health Department.
- Update from Fire Chief Kevin Stieve regarding our Emergency Operations.

PUBLIC HEARINGS

- The Mayor announced that this is the published date and time to hear public comment concerning proposed new sidewalk and new curb and gutter and the levying of assessments against benefited properties on portions of East side of Tuttle Street (between 9th & 10th Street), North side of 9th Street (from Tuttle St. west 270 ft) and both sides of 13th Avenue (from Amundson Dr. to Birch Street).

No one spoke and the Mayor closed the Public Hearing

PUBLIC INVITED TO SPEAK- None.

MAYOR'S BUSINESS

- The Mayor presented his proposed changes to the annual budget goal setting meeting.

CONSENT AGENDA

Resolution No. 20-26

THAT the Accounts Payable, in the amount of \$ 775,912.20 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Petty, seconded by Kolb and carried that the Consent Agenda be approved-8 ayes.

NEW BUSINESS - RESOLUTIONS

Resolution No. 20-27

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of

Baraboo, Sauk County, Wisconsin:

WHEREAS, effective upon passage of this Resolution by the Common Council, the Common Council hereby creates the Emergency Assistance Fund – Non-Profit Organization Loan Program (“NP Program”); and

WHEREAS, the Council authorizes the City Administrator and the Executive Director of the Baraboo Community Development Authority to review the received loan applications and, if both the City Administrator and Executive Director are in agreement that the business applying for the loan is eligible for the loan, to allow the City Administrator and City Clerk to execute the necessary paperwork to provide the loan; and

WHEREAS, upon the City’s receipt of the fully executed loan paperwork, the Council authorizes the City Treasurer to provide the agreed upon loan amount to the business, in an amount not to exceed \$5,000; and

WHEREAS, the City Administrator will provide the Common Council with a non-actionable summary on a monthly basis of all of the loans granted under this Program, including the total amount paid out to businesses and the total amount paid back to the City; and

WHEREAS, the funding for the Program will be \$250,000 total, with \$150,000 of the funds coming from Fund 560, Economic Development Fund, and \$100,000 from Fund 986, ED Loan Fund, both of which are Funds are to be used for purposes of Economic Development.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 20-27** be approved-9 ayes.

Resolution No. 20-28**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND
LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN
BARABOO, WISCONSIN**

WHEREAS, the governing body of Baraboo, Wisconsin, held a public hearing in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 at 7:00 p.m. on the 12th day of May, 2020, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefitted properties on the proposed public improvements consisting of installation of sidewalk and curb & gutter and heard all persons who desired to speak at the hearing.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- East side of Tuttle Street (between 9th & 10 Streets) – approximately 1,360 sq ft.
- North side of 9th Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
- 13th Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

The Report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and

specifications and assessments set forth therein are adopted and approved.

The City Engineer has advertised for bids and will supervise the construction of the improvements in accordance with the report hereby adopted.

Payment for the improvements shall be made by assessing 100% of the final construction cost to the property benefited as indicated in the report.

Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that the following payment options are available:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.

- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures, or who is not eligible for a Community Development Block Grant loan as stated above, shall be eligible to repay the City for the assessment at the rate of \$100 per year or 5% of the total assessment, whichever is greater, plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, except between spouses, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their most recently filed State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

For each year ending in either 5 or 0, the property owner shall re-submit proof of financial hardship to the City. If the property owner continues to qualify under the policy guidelines, the hardship status will remain. If the property owner does not qualify, the remaining balance of the assessment shall be paid pursuant to an Installment Agreement, the term of which will be determined based on said remaining balance as outlined above.

- COVID-19 Deferral. A property owner who can demonstrate to the reasonable satisfaction of the City that their financial condition has been negatively affected by COVID-19 will still be eligible for the appropriate installment plan above, but the 1st payment will not be due until July 15, 2021.
- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment payment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option shall be deemed to be delinquent and said amount shall be extended upon the current or next tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon at the then existing rate for delinquent taxes and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special packs.

7. The City Clerk shall publish this Resolution as a Class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this Resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Moved by Kolb to approve the resolution, amending the COVID-19 Deferral until July 15, 2021 to coincide with the due dates for the Loan Programs, seconded by Wedekind and carried that **Resolution No. 20-28** be approved-9 ayes.

Resolution No. 20-29**INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION
BONDS IN AN AMOUNT NOT TO EXCEED \$1,550,000 FOR STREET
IMPROVEMENT PROJECTS**

BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,550,000 for the public purpose of paying the cost of street improvement projects.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 20-29** be approved-9 ayes.

Resolution No. 20-30**INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION
BONDS IN AN AMOUNT NOT TO EXCEED \$1,140,000 FOR
CONSTRUCTION OF AN ENGINE HOUSE**

BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,140,000 for the public purpose of paying the cost of construction of an engine house.

Moved by Ellington, seconded by Kolb and carried that **Resolution No. 20-30** be approved-9 ayes.

Resolution No. 20-31**RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS
RELATING TO BOND ISSUES**

WHEREAS, initial resolutions authorizing general obligation bonds have been adopted by the Common Council of the City of Baraboo, Sauk County, Wisconsin (the "City") and it is now necessary that said initial resolutions be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 20-31** be approved-9 ayes.

Resolution No. 20-32**RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED
\$2,690,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2020A**

WHEREAS, the City of Baraboo, Sauk County, Wisconsin (the "City") has adopted initial resolutions (collectively, the "Initial Resolutions") authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

- (a) \$1,550,000 for street improvement projects; and

- (b) \$1,140,000 for construction of an engine house.

WHEREAS, the Common Council hereby finds and determines that the projects described in the Initial Resolutions are within the City's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2020A" (the "Bonds") in an amount not to exceed \$2,690,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Moved by Petty, seconded by Kolb and carried that **Resolution No. 20-32** be approved-9 ayes.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Downing gave an update on community events and City recreation programs.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:**
 - April 2020 – Building Inspection
 - Ehlers Report on issue of new bonds, 2020
- **Minutes from the Following Meetings:**

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, P. Cannon, K. Stieve

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of April 14, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$1,713,540.07**. Motion carried unanimously.
- b) **Vacation Policy** – Adm. Downing explained that this change will allow additional flexibility of when an employee can use their accrued vacation time. This change will keep employees from losing vacation time that is not able to be taken; with the current policy, employees would lose vacation that is not taken. Moved by Kent, seconded by Sloan to recommend to Council for approval. Motion carried unanimously.
- c) **Emergency Assistance Loan Program** – P. Cannon explained that this program is designed to give loans not to exceed \$5,000 to small businesses with less than 25 employees. This will enable the businesses to cover their costs, such as payroll, through the COVID situation. Adm. Downing notes that the two funds that make up the \$250,000 are not pegged for any specific purpose making them available for this program. In an effort to be more accommodating to our small businesses, the loans will be due July 15, 2021. The loans will be interest free through December 15, 2020 and 2% per annum from December 16, 2020 to July 15, 2021. Ald. Petty questioned no requirement of collateral other than the Promissory Note. P. Cannon explained that a Promissory Note is typically used for smaller loans; the City didn't feel that the requirements to go through with collateral was good use of staff time. They tried to keep the process simple for local businesses. This loan is strictly limited to businesses within the City of Baraboo. It was noted there was discrepancy in the date the interest would start. The committee recommends that the program be amended to be interest free until December 31, 2020 and 2% per annum from January 1, 2021 to July 15, 2021. Moved by Sloan to amend the program to be interest free through December 31, 2020, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- d) **1st Qtr. Budget Amendments** – The Committee reviewed the 1st Qtr. 2020 budget amendments. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

Information Items

- a) **Fire Station Remodel Costs** – Fire Chief Kevin Stieve noted that the remodel is a pretty aggressive schedule based on some hard costs and some estimated costs. This will help them out to expand some programming and it also opens up the invitation to invite the Baraboo District Ambulance to share this large building. Updates include raising the concrete floor, new turnout gear lockers that can travel to the new station, sleeping quarters in the basement, and some cosmetic upgrades. Adm. Downing reminded the Committee that \$500,000 of new debt to pay for these improvements was already approved during the last budget process.
- b) **1st Qtr. 2020 Financial Statement** – The Committee reviewed the Financial Statement.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:29pm.

Minutes of the Public Safety Committee Meeting

April 13, 2020

Members Present: Phil Wedekind and Tom Kolb, and Mike Plautz. **Others Present:** Kennie Downing, Emily Truman, Kevin Stieve, Tom Pinion, Wade Peterson, Mark Schauf, and Mike Palm.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the February 24, 2020 meeting. Motion carried unanimously.

New Business

- a. **Consider proposed revision to the Financial Hardship repayment provision for Special Assessments** – Engineer Pinion said that making a provision for a financial hardship was discussed in February 2019, specifically to allow the \$100 payment or 3.5% of the assessment, whichever was greater; however, never got any action or went to Council. He said that when it was looked at this year, a suggestion was made to make it 5% instead of the 3.5%. He said the reason for this is that 5% is 1/20th of the total, and with a life expectancy of 20 years, it would actually be paid off when the life expectancy expired. He said at 3.5% it would be paid off just shy of 30 years. He said it is the feeling of staff that 5% would be more appropriate. It was stated that the 5% of \$2000 would be \$100 based on 70 lineal feet of sidewalk per lot. Pinion said that most of the lots this year are substantially more than 70 feet. He said that the 70-feet was based on the \$30.00 per square foot estimate; however, the actual bid prices came in at \$24/ft, so \$2,000 would equate to 85 feet of front, so homeowners having more than 83 of frontage could be paying more than \$100. Kolb then asked if the Committee should also be addressing the delaying or deferring of payments due to the extraordinary circumstances. Pinion said that this provision is not on the agenda, therefore, cannot be discussed at this time. Pinion said when the final resolution is discussed, which will include all payment options that would be the time to consider that special provision. Attorney Truman agreed regarding the item not being on the agenda. It was moved by Kolb to accept the proposed revision to the Financial Hardship repayment provision

for Special Assessments, noting that it would be \$100 per year, or 5% of the cost, whichever is greater. Plautz seconded. Motion carried unanimously.

- b. Recommend levying Special Assessments in accordance with the Sidewalk Policy for new sidewalk on Tuttle Street, 9th Street, and 13th Avenue that will be installed as part of the 2020 Street Improvements – Pinion presented background to the Committee. Pinion then explained the three-step process for levying special assessments. Kolb agrees to the connection on the 9th Street to Tuttle. He said he has a problem with removing mature trees, but he realizes that they can be replaced. He asked if the 4-foot sidewalks would be continued. Pinion said that this would be a policy decision that the Committee could recommend. He said that the City's standard is 5-foot, but given the concession that the Council made a few years ago, one could argue it makes sense to continue that 4-foot site work on the balance of that roadway. Kolb said that he would be in favor of continuing with 4-foot sidewalks on 13th Avenue for consistency. He asked if this is where he should suggest that a provision for some kind of relief by deferring or delaying payments for extraordinary circumstances should be entered. Attorney Truman asked if there was anything in particular that he had in mind. Kolb said that he would like to direct the City to look at this issue and come up with something at the time of Council. Plautz said that he would hate to see the beautiful, mature trees removed. Pinion said that there would be a neighborhood meeting in advance of the Public Hearing. Pinion said that it is the practice of the Forestry Department to replace the trees at a ratio of one for one, and in some instances where the mature trees, they have been known to replace some at the ratio of 2-to-one. Plautz asked if sidewalks could be installed without removing trees. Pinion said no, if we are to maintain at least four-foot green terrace between the curb and the new sidewalk, he cannot squeeze it in the front of the trees and there is not enough room. Plautz said that he was going to abstain at this time. It was moved by Kolb to recommend levying the Special Assessments in accordance with the Sidewalk Policy for new sidewalk and that the Committee direct the City to consider the possibility of deferring or delaying the initial payment in time for the Council meeting. Plautz seconded the motion. Plautz said that the 4-foot sidewalk looks very small and asked as long as the trees have to go could a 5-foot sidewalk be installed. Pinion said that when the City had the discussion with the neighboring two blocks to the east the City conceded that the sidewalk would be 4-foot in width. He said that 36" sidewalk is the bare minimum, the sidewalks would be 48", which complies with ADA for wheelchair purposes. He said that it boils down to cost, it is 25% more for the homeowners to bare if it is 5-foot versus 4-foot. Motion carried 2-1, Plautz abstained.
- c. Review Bid Tabulations for 2020 Street Improvement Projects and recommend award of contracts – Pinion said there were two separate proposals, one was all of the street reconstructions that didn't have any underground work associated with them and the other three projects were underground primarily, a water main on Mound Street and then storm sewer on both Hill and the Camp Street alley. There were five total bidders, two on Proposal A, and four on Proposal B. He said that the prices were very competitive and the resolution that was included subsequent to that will go to Council as recommending award to the respective low bidders, Dean Blum Excavating for Proposal A, and J&J Underground LLC for Proposal B. Kolb moved to accept the low from Dean Blum Excavating and J&J Underground. Plautz seconded the motion. Motion carried unanimously.
- d. Review Proposal for Noxious Weeds & Rank Growth Proposal and recommend award of contract – Pinion presented the background regarding the proposals. He said there were two bidders, Sunrise Property Care, and Landscape Logiq, LLC. Prices are relatively close to one another, it is the recommendation of staff is Sunrise Property Care. It was moved by Kolb to accept the low bid of Sunrise Property Care. Motion carried unanimously.
- e. Review STH 136 Median Mowing Proposals and recommend award of contract – Pinion said there were three bidders and STH 136 Median Mowing. Top 2 Bottom who has historically been the low bidder on that submitted the low bid price again at \$55.00 per mowing. Sunrise Property Care was \$60.00, and newcomer Landscape Logiq, LLC was \$300 per mowing. He said it is staff recommendation to award the bid to Top 2 Bottom. It was moved by Tom Kolb to award to the low bidder, Top 2 Bottom. Plautz seconded the motion. Motion carried unanimously.
- f. Review Proposals for Storm Water Quality Management Plan Update and recommend award of contract – Pinion said that the City put together a Master Storm Water Plan in 2007, and it is time to update it. He said that two years ago the City applied for an Urban Non-Point Source Planning Grant to assist in the cost of this and were not successful. He said in 2019 a proposal was submitted and were successful receiving \$31,000 in a grant to help offset the cost. He said it was budgeted for 2019, the fact the City got the grant, it could not start until 2020; therefore, the City postponed the start of it to take advantage of the grant. He said the he solicited six different consultants requesting the cost for them to update the plan. He said that he shared the old plan, the budget, and the entire application for and four of them opted not to submit a proposal. He said that MSA was at \$75,536, Short Elliot, Henderson, which is SHE was \$88,771. He said that both firms are capable of doing it, and thinks it's a better bag for the buck if the City spends less money on it and MSA should be more familiar with it and have some of the modeling involved which he suspects the reason for the significant difference in price, so staff recommends an award to MSA Professional Services for \$75,536. It was moved by Kolb to approve the low bidder, MSA in the amount of \$75,536 for the update of the Storm Water Quality Management Plan. Plautz seconded the motion. Motion carried unanimously.
- g. Review Proposals for Asbestos Testing and Sampling, for the former Ringling Manor – St. Mary's Hospital at 1208 Oak Street, and recommend award of contract – Pinion said that the Council has reiterated their desire to raze this property, so the first step in that is to have someone come in and test the building for asbestos or lead paint that is present, take samples and send them in for testing. He said that he solicited proposals from four different companies, two declined, they

did not want to go into the building in its current condition, so the two that responded were Badger Environmental Services, and A&A Environmental. He said that Badger was there 14 years ago and did all the sampling and testing for the developer that was proposing Swift Haven, but no one has a copy of that. He said the City has discussed acquiring the property with the County, there is a clear path to do that; however, we don't want to do it until we have some other funding in place, and we need the results back before applying for the funding, and it is a \$2,200 cost to get someone to come in and do the requisite testing on the property. Staff is recommending awarding to Badger Environmental. It was moved by Kolb to accept the lower bidder, Badger Environmental Services LLC in the amount of \$2,200. Plautz seconded the motion. Motion carried unanimously.

- h. Consider Alliant Energy's request for a 12-foot wide utility easement on City-owned land immediately north of the northerly right-of-way of 2nd Avenue adjacent to Lower Ochsner Park – Pinion presented background for this item. He said Alliant is requesting to relocate the gas main. He said that they would be doing a directional bore under the river to avoid suspending it on the bridge. It was stated that typically they compensate the private property owners and they would likely offer the City the same price per foot rate; however they have not talked about the specifics on that, but Alliant indicated that they were not expecting it for nothing. Kolb moved to grant the utility easement along Second Avenue to Alliant Energy. Plautz seconded the motion. Motion carried unanimously. Pinion said by way of information he discussed this with the Park and Recreation Director, although it is part of the park, it customarily would go to the Park Commission; however, he suggested since it was utility related project and so close to the road that it just go through Public Safety.
- i. Consider request from Carsen Nachreiner for a 2nd Driveway at the duplex he owns at 331 Martin Street – Nachreiner was not present. Kolb said that he would not like to see this go through in its present form. He said that if the rest of the Committee does not object he would be willing to proceed with a discussion on it. Wedekind said that he would like to talk to the man because he has concerns with this. Kolb said he would not approve the six lots nor the location that he has the new lot. He said that his feeling is that since it is a duplex the Committee could allow the second driveway on Cherry Alley, but it should at least be 10 feet from the existing sidewalk, and only be two parking spaces. He said the other lot looks like it is three, and should be reduced to two and both should be paved if he were to approve it. Pinion then gave the Committee a very detailed presentation of Nachreiner's full site plan and what he is proposing. He said that Nachreiner is willing to upgrade the existing gravel one to a hard surface. He indicated that if the Committee was favorable to his request that Nachreiner should not be allowed to pave anything wider than twenty-four feet, which is the equivalent of two nice stalls. Pinion said that there simply is not room anywhere on the Martin Street frontage to provide off-street parking, which is why Nachreiner has resorted to the request for this particular location. Plautz said that he feels a little uncomfortable being that close to an intersection. He felt other than tenants walking a little farther if Nachreiner could just add to the existing one. Pinion said that would make the existing one four, five, or six stalls, and would violate the maximum driveway width provision because it would end up being a minimum of 36 feet at the curb if it was straight in without a flare, or more if he made more stalls. Pinion said that he would be more inclined to provide two separate areas and try to have both of them comply with the maximum width standard. Pinion said that it is up to the Committee to decide how many, if they wanted to make two up front and two in the back would make better sense and he would be restricted to only paving the 24-foot width of the existing rather than the full 27 that is gravel now. He said if the Committee wanted to restrict it to two and two, that way it is a maximum convenience for his tenants and reasonable off-street accommodations for his tenants. Plautz feels it odd to be so close to the intersection. Pinion said that it is proposed at 5-feet, but he thinks the Committee could get away with requiring it to be further from the intersection. He said typically alleys do not have right-of-ways, but it is at least four feet from any private drive. Plautz said he would be in favor of moving it down a little bit further, maybe ten feet. Kolb asked Mark Schauf to weigh in of public safety. Schauf said that in his opinion, the 15-foot, which is consistent with crosswalks, would be the more appropriate distance to have. Wedekind agrees with the 15-feet, and he recommends that both of them be paved. Schauf said that another point he would be concerned with is snow removal with the absence of public right-of-way or boulevard, making sure that he understands that he can't just push snow in the road because that will create an addition road hazard. Pinion said he did briefly talk to Nachreiner about this and said that he does not push the snow into Cherry Alley now, he has on-site storage. Kolb moved to allow a second driveway on Cherry Alley it is twenty feet from the existing sidewalk and be only two parking spaces wide, paved, and the existing driveway be reduced by one parking stall and also be paved. Plautz seconded the motion. Motion carried unanimously.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March 2020 – It was moved by Kolb, seconded by Plautz to approve monthly Billing Adjustments/Credits for Sewer and Water Customer for March 2020. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report
 - i. Staffing updates – Peterson said the new Water employee starts on April 27, he is a man that has transferred from West Baraboo. Wendy Hanley, Billing Tech will be retiring on August 3.
 - ii. Project updates – Peterson said river crossing down at the old pump house has been difficult. He said there has been a few equipment issues and a few weather issues, but are continuing to make progress. He said hopefully they would be able to get both of the sanitary sewer crossings underneath the river this week. He said they have the water main underneath and tested, they just have to do bacteria samples. He said he is a little concerned that the Oak Street Booster Station motor control center may be delayed due to COVID19, but right now, they are only talking a one week delay, so he is still looking at May to June timeframe to install the new generator and all the new electrical equipment. He said that the Water Utility had their audit last week and as

always Jan and Wendy did an outstanding job, we have no significant fines and are good to go for another year. Kolb extended his congratulations to Peterson and staff on the excellent rating.

b. Street Superintendent's Report

- i. Staffing updates – Pinion said that the department is fully staff once again, the most recent hire is David DeMars, he started the beginning of March and seems to be a very good
- ii. Monthly Report on Public Works Department activities – Pinion said that Gilman's activity report is self-explanatory. He said the department is in a bit of a lurch, for lack of a better term as far as pothole patching. The department has exhausted the normal supply of patch material and there is no more cold patch available, and the hot mix plant does not open up until April 27, weather permitting; therefore, the department is getting by with the more expensive patch in a bag, but they cannot continue and stay economically efficient. The department has gone through another auction, taking some opportunities to reduce some inventory.
- iii. Project updates – The department has started stump grinding of the nearly 250-300 trees that were taken down throughout the winter, the grinder is rented through the month of April. Pinion reported on the Welcome to Baraboo sign revitalization project.

c. Police Chief's Report

- i. Department Activities – Chief Schauf gave the Committee an update on his Department's response to the COVID19. He said that the department is actively working with the Emergency Management group, which includes Fire Chief, City Engineer, City Attorney, and City Administrator making daily meetings and decisions about responses and things that need to be done to make sure that everyone is properly protected. He said that the general police responses have changed a bit in the face of what is going on, they have reduced some activities, such as parking enforcement. Schauf is happy to report that their response in the area of community support has gone up tenfold. He said the department has been involved in multiple food drives, helping the ADRC deliver Meal on Wheels, this morning the department helped a group deliver 180 boxes of food, non-perishable and perishable to needy families in the community.
- ii. Staffing Updates – Schauf said they are doing well as far as the COVID response, no one has had any issues and no one has been sent home for concerns that there may have been an exposure. He said the department is short staff due to natural people leaving. He said another officer left the department this month, conversely he hired one who started a couple weeks ago, and there is one that is in the final phases of the process, and hopefully will be hired by the middle of May.
- iii. Case Report – Schauf said because of the COVID response he is unable to give the Committee the report that he would have wanted to. He gave Committee an update on the new Records Management Software that was to go live April 1; however, due to COVID it has been pushed back until July.

d. Fire Chief's Report

- i. Report on COVID19 – Stieve said he will be including a report to the Council of the Whole and rather than the Committee hearing it twice, he summarized it. He said that the Fire Department also has a specialized operational plan that was developed for COVID19. He said that Assistant Chief Willer has four a free scheduling software that they have been using and it is working great where the paid per call sign up for shifts at night, limited to five people. He said they have added another one for some probationary members so they can gain some experience.
- ii. Incident Report – Stieve said that the call volume has dropped drastically.
- iii. Staffing Updates – Stieve said group training has been put on hold because the rules of ten or less people has to be followed. He said the Willer found a web-based program where he sent out a few hours' worth of training that the members have to complete, and then it will be followed up with hands on training in the future.
- iv. Fire Inspections – Stieve said that they just received guidance from the Governor's office that they are not going to penalize the department for suspending the program.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:07 p.m. Motion carried.

- **Copies of these meeting minutes are on file in the Clerk's office:**
Park & Recreation.....02-03-2020, 03-09-2020
- **Petitions & Correspondence Being Referred:** None.

ADJOURNMENT

Moved by Kolb, seconded by Ellington, and carried on voice vote, that the meeting adjourn at 7:52pm.